

“Terri, you can take your lap top with you. Don’t check email etc. Many places like Starbucks and Panera offer free Wi-Fi.

Right now you only do one MMA day a month. Arrange in advance for a babysitter to watch your children. Perhaps there is another mom business owner in your area. You can do MMA kid swaps. She watches your children on your MMA day and you watch her children on her MMA day.

When you come back home, you don’t go in your office. You’re done for the day. Enjoy your children and husband.”

4. Terri let’s get your recurring appointments blocked out on your weekly pages.

That should include your weekly and monthly forecasting sessions along with any prep and travel time for your appointments.

Write the name the activity or event in the first time slot and using your **red pencil**, draw a **red arrow down** through the required amount of time blocks.

5. Block out all your business time

Write the word Business in the first time space/slot and using your **blue pencil**, draw a **blue arrow down** to the end of your business hours.

Terri, if you notice some personal recurring activities falling in your business hours, then you need to either change your business hours for that day or the personal activity.

Let me know when you are done”

“Ann I finished.”

6. “Terri let’s block your ‘Me Time’

You decide either 15 or 30 minutes a day or do a combination of some days 15 minutes and some days 30 minutes.

On each day of your weekly pages pick a time space and write Me Time.

You might decide the evening is a good time because your husband can spend time with the children. If your children nap, instead of doing work, use this time for yourself.

Don’t worry about what you will do. The important thing is get it blocked.

7. Blocking out all scheduled appointments for the month

Terri you probably put appointments on your calendar that aren't recurring. Let's make sure we block those on your weekly pages.

Once again include any prep and travel time. You may notice some business appointments happening in your personal time space and visa versa.

Now that you put clock boundaries in place, you can avoid this in the future.

Of course stay flexible, sometimes it maybe the only time you can schedule the appointment.

Everything blocked out?"

"Almost done.... Okay finished Ann I'm looking at these pages and I'm amazed. It gives me a **realist view of where my time is going.**"

"Terri, that's the whole idea. It also **makes it easier for you to say NO.** You want to leave plenty of white space between those time blocks.

Let's get you super focused on achieving those high quality producing activities with Step 2 – Focus."

Step Two - Focus

"Terri, you will need your Monthly Forecast Agenda for this next step.

Look over your weekly pages and decide where you want to block out time for the activity steps for your three objectives. These objectives should be simple and easy to complete during the month.

You will use your Business Hour time blocks for your Business Objective and Me Time Blocks for your Personal Objective.

Sample Business Objective.

Let's say your business objective is to contact five new Joint Venture Partners. You estimated it will take about five hours to do the three Action Performance Steps on your agenda. Throughout the month, you need to block out five hours to complete this objective.

You will not block out five hours in one day. You'll do it in 15 minute increments through out the month.

You can combine 15 minute increments and block out a half hour here, 15 minutes there, and another 45 here etc.

At this point, don't worry about the actual activities you will perform in those time blocks. All you want to do is block out the five hours on your weekly planning pages. This sample shows a 30 minute time block for one day.

9:45	
10:00	Business Goal
10:15	↓
10:30	
10:45	Office
11:00	

8 Write the word Business Goal or Objective

in the first time slot and draw an arrow through the rest of the time slots to create your time block. Your business objective you want to do during your business hours using the time blocks you created on your weekly pages.

9. Your Personal Objective

You can use the “Me Time” time blocks. Your personal objective you want to do during your Me Time hours time blocks you created on your weekly pages.

10. Repeat the process for your Family Objective.

Your family objective may be something you will do on your R&R day. On the weekly page right above your X, write Family Objective.

Terri what did you write down for your Family Objective?”

“Ann, I want to establish a family game night twice a month.”

“Terri on your calendar pick two days and write family game night. Decide on a time. Then go to your weekly pages and write family objective or family game in the first time slot and draw an arrow down.”

“Ann, I got it blocked and decided to use an orange pencil.”

11. Daily MMA blocks.

“Terri, In addition to your one MMA Day, I suggest Blocking 15 – 30 minutes **to do one Money-Making Activity during each business day.** You want to do something everyday that will create income for your business. **Do one MMA** a day to produce a steady income and help eliminate that roller coaster affects so many solo business owners experience.

This is done during our business hours.

Decide what time block(s) during your business hours you want to dedicate to your daily MMA. I prefer first thing in the business morning. Keep it to 15 – 30 minutes

Write the word MMA in that time block.

Terri before we move to the final step any questions?”

“Ann you suggested I put a business stuff day before and after my MMA day. Can I also do dedicated stuff time blocks for my personal/family stuff?”

“Absolutely... you probably want a personal/family stuff day before your R&R day...

Every week I use dedicated stuff time blocks for banking, shopping, meal planning, going to the post office, paying bills, laundry and cleaning. I’m sending a sample of one of my weeks, let me when your get it.”

“Okay Ann, I’m checking my email and it’s here... give me a couple seconds to open it up.... Alright ... ready and I see different color blocks. They stand out.”



“Terri, I like to color code... my recurring appoints I use a red arrow... Thursday at 3:00 I do my weekly forecasting... but I also made some of my stuff activities recurring appointments... those are the yellow time blocks. Every week during those time blocks I pay the bills, go to the bank, post office and do my shopping on Friday... Saturday I clean and do laundry.

You notice my recurring MMA’s highlighted in green.
My Me Time is blocked first thing in the Morning.

Color Coding is completely optional. I use red arrows do block recurring appointments. Blue arrows for my office/business time and I highlighted recurring stuff with yellow and recurring MMA in green.

As your noticed, when I view my weekly pages for the month, I see dedicated time blocks set aside for the **important 20% activities**. The **Red**, **Blue** and **Green** arrows immediately bring my priority time blocks to my attention.

Let’s look at the week where I do my MMA Day.

Week Two							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00							
9:15							
9:30							
9:45							
10:00	Morning	Morning	Morning	Morning	Morning	Morning	Morning
10:15							
10:30							
10:45							
11:00							
11:15							
11:30	Office Stuff	MMA	Office Stuff	Office	Office		
11:45							
12:00					NBT	Clean Office	
12:15							
12:30							
12:45							
1:00					Finances	Break	
1:15							
1:30	Break					Clean Up	
1:45							
2:00	Writing	Break	Break	Break			
2:15							
2:30		MMA	Office				
2:45					Break		
3:00				Planning	Bank Shopping		
3:15							
3:30							
3:45							
4:00							
4:15							
4:30			Break				
4:45							
5:00			Deb				
5:15							
5:30							
5:45							
6:00							
6:15							
6:30	Office			Office			
6:45							
7:00	AYS			Silver			
7:15							
7:30							
7:45							
8:00			Office				
8:15							
8:30							
8:45							

Morning: Devotion, Personal Development & Jorge
Break: Lunch – Breathing Exercises – Brain Break

Copyright Marketplace Strategies Inc 1997 updated 2005 - Fast Decision Maker Guide All rights reserved. For personal use only in conjunction with the Focus 20 Success club and Thinking Outside the Clock System-
<http://www.focus20successclub.com>

You will notice time blocks dedicated to Office Stuff before and after the Tuesday MMA day. I used green arrows and highlighted the time block in green.

Terri you can decide to make your MMA day happen on the same day of a recurring MMA.

Notice the white space between the arrows. That allows for the unexpected or when something takes longer than planned.

Terri when you block out your month, experiment to see what works best for you. Play with different colors. Some people find the colors helpful, other find them distracting.

12. If you desire, block out dedicated stuff blocks.

You can P-Stuff in the first time slot for your personal stuff and using a yellow pencil, draw a yellow arrow down.

Let me know when you complete it.”

“Ann... done... if I’m color coding, highlighting, drawing arrows etc. its not leaving much space to write down all the activities.”

“Good point Terri, that brings us to next step... fill in all those blanks. But before we go there...

Congratulations - You laid out the ground work, the foundation for getting more done in less time while putting balance back in your life.

You just **Forecasted Your Month for Success.**

Now you just fill in the blanks with activity steps each week.

Step Three – Fill in the Blanks

You will need your weekly pages, daily pages and R&R, MMA and Stuff Activities Success Sheets

Always use Pencil

“Ready Terri to fill in the blank blocked time slots with action steps?”

“Yes I am”

“We will follow the 12 steps you took in Forecasting Your Month for Success

1. R&R Day...

What do you want to do? Something for yourself, your family, lunch with friends, sleep in, golfing... look at some of the activities you wrote on your R&R sheet.

You said the 14th is your R&R day. Go to your Daily Pages for that date and write what you want to do...

2. MMA Day...

Ideal your MMA day should be nothing but building relationships...**The Ultimate Money Making Activity.**

You picked the 5th. Go to your Daily Achievement Page for that date and write down the names of who want to build relationships. Perhaps your going to do follow up calls with some of your clients just to say hi, maybe do lunch or coffee with others, send thank you cards and attend a networking event.

If you can't fit all details, phone numbers etc. on your Daily Achievement Page, write Tickler File. Put everything you need for that day and file behind that date.

3. Your Monthly Forecast Agenda Activity Steps

You decide what activities steps to put the time blocks for your Business, Personal and Family Objective.

Let's use the sample business objective of contacting 5 new J.V. Partners. You wrote your activity steps for this objective on your monthly agenda. You estimated it would take about five hours to complete those steps. One of the steps is to compose a letter. You estimated one hour for this task.

On your weekly planning sheet, you blocked an hour on Tuesday. You drew an arrow to dedicate that time block toward your monthly business objective.

Go to the corresponding Daily Page, Use the "Activity Step" section of the Page and write compose letter for JV.

Repeat this process for all your Objective activity steps:

Go to the corresponding Daily Page. Use the "Activity Step" section of the Page and write out the details of the activity step(s)

Note: *For the Rest of the "Fill in Blanks" you will only put details for the next two weeks. A lot can happen over the four weeks... by focusing on adding all activities for only two weeks in advance you will make fewer adjustments.*

4. Me Time

Plan the activities for this week and next week. Write out the details of the activity step(s) on Daily Page. Use the 'Activity Step' section of the Daily Page.